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Executive Assistant to DCI
Director of Training
Weekly Summary Report

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☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 26/01/78 By: 008

1. As a result of a meeting on 3 February called by the AD/IC, the Office of Training is preparing revised terms of reference on a survey of requirements for lexicographical materials. This paper will be forwarded to the AD/IC for coordination throughout the Offices of the DD/I and DD/P in order to establish priorities and requirements for the development of lexical materials which are now lacking.

2. [REDACTED] of the new Office of Logistics, has requested assistance from representatives of the Office of Training in developing plans for training personnel in his Office. The request will include basic intelligence training for professional personnel, training in covert support activities, and special tradecraft training covering the entire field of logistics from procurement through transportation. In planning courses and special instruction in these fields, the Office of Training will utilize, where possible, the facilities in the Department of Defense as well as those in universities and certain industries where security permits.

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4. Arrangements have been made for a meeting with Mr. M. M. Mandell, of the Civil Service Commission, for conferences concerning a research study of the adjustment and effectiveness of U. S. Government personnel in overseas assignments. The study is being carried out jointly by the Civil Service Commission, the Mutual Security Agency, the State Department, and the Air Force. We have been furnished with a preliminary report of this project, which is still in progress, and the purpose of the discussions with Mr. Mandell will be to learn more about their findings, to arrange for further monitoring of the study, and to gather information upon which to base any recommendations concerning the Agency's utilization of the results.

5. Arrangements were initiated for [REDACTED] to serve a tour of TDY of about four months' duration in the Far East. This tour is for the purpose of letting [REDACTED] engage in clandestine [REDACTED] It is expected that he will provide a service to the [REDACTED], and at the same time gain up-to-date operational experience which will be beneficial to the [REDACTED] program. Approximate date of departure is 11 February 1953.

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7. The files of certain RE returnees have been reviewed this week by OTR. This is being done with the end in view of selecting, for OTR reassignment, those returnees possessing certain qualifications and background that could be of use to OTR.

8. TBS reports that it is preparing to forward the audio component of the Mobile Audio-Visual Aids Device to OTR so that its performance can be checked against the OTR requirements before additional expense is put on the various attachments. Leather luggage carrier is to be completed by 12 February.

9. As of 6 February 1953, 216 CIA personnel are enrolled in TR(S) training courses, 432 in TR(O) courses, and 206 in external training, making a total of 856 in training programs under the jurisdiction of OTR as a whole.

MB:mrf
cc: DD/P
DD/I
AD(Commo)

s/ MATTHEW BALND
Per MRF

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